

# MIA TAYLOR

## Executive Admin

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🌐 www.qwikresume.com



## PROFESSIONAL SUMMARY

Results-driven Executive Admin with expertise in executive support and office management. Recognized for implementing efficient processes that reduced operational costs by 15% while maintaining high service standards.

## WORK EXPERIENCE

### Executive Admin

📅 May / 2018-Ongoing

#### Blue Sky Innovations

📍 Chicago, IL

1. Organized adequate equipment available and properly cleared personnel to receive and safeguard material up to accurate files and critical documents and managed high levels of confidential information.
2. Maintained centralization control over the essential standardization, design, numbering and economical distribution of forms used by this unit.
3. Maintained office filing system and administrative records.
4. Developed and maintained organizations' interview schedules.
5. Received office telephone calls and direct them to appropriate staff or visitor.
6. Scheduled appointments and travel arrangements.
7. Managed executive schedules, optimizing time and increasing productivity by 30% through effective prioritization.

### Executive Admin

📅 May / 2015-May / 2018

#### Crescent Moon Design

📍 Portland, OR

1. Executive Administrative Assistant for the President of ECI.
2. Prepared letters; created spreadsheets and graphs; handled all the filing.
3. Researched and purchased all office equipment including new copier.
4. Ordered and maintained office supplies.
5. Management of real estate and sales documents Heavy phones/CSR.

## EDUCATION

### Bachelor of Arts in Business Administration

📅 May / 2012-May / 2015

#### University of North Carolina

📍 Toronto, ON

Focused on organizational management and administrative practices.

## SKILLS

MS Office Applications

Customer Service

Administrative

Financial Services

## ACHIEVEMENTS

- 🌟 Streamlined office processes, reducing operational costs by 15%.
- 🌟 Successfully coordinated over 100 executive meetings and events annually.